



## Community Matters Forum

### Terms of Reference

The Community Matters Forum (**‘the CMF’**) has the functions and composition allocated by the Chapter of York (**‘Chapter’**) as set out in these Terms of Reference. The CMF supports the mission and ministry of York Minster (**‘the Minster’**) by engaging worshippers in the life, work, witness, vision and strategy of the Minster as required and directed by Chapter.

#### **(A) Function and Role**

The CMF will have the following functions in relation to Chapter’s mission and ministry:

1. It will represent the views of Minster worshippers on matters concerning the Minster and the life of its community to Chapter via the Residentiary Chapter Canon nominated for that purpose by Chapter, who will act as a Co-Chair of the CMF, and as a member of Chapter’s Senior Executive Team and as an Executive Chapter Trustee.
2. To support the Minster’s residentiary clergy in the mission and ministry of York Minster.
3. It will represent the values, strategic direction and policy decisions of Chapter to Minster worshippers.
4. It will engage Minster worshippers in such activities as its Co-Chairs, the Minster’s residentiary clergy or Chapter may from time to time determine, including discipleship courses, social events, quiet days and away days, and engagement with the wider local community, with a particular focus on building up a Minster worshipping community.
5. It will seek to engage with other cathedral communities in the Northern Province, to create a network, build relationships and share positive experiences and initiatives.
6. It will demonstrate a firm commitment to Chapter’s requirements on Safeguarding, Equity, Diversity & Inclusion, and Health & Safety to assist Chapter in ensuring a secure and inclusive environment is provided for all through its adherence to all applicable legal frameworks and Chapter-approved policies and ways of working.
7. It will have responsibility for the delivery of the generous giving programme for the Minster’s regular worshippers in collaboration with Chapter’s Finance Department.
8. It will have responsibility for arranging monthly community conversations held as a forum for the sharing and disseminating of information and the opportunity to hear from Minster clergy, Minster staff, Chapter members and occasional outside speakers invited by the Co-Chairs.
9. It will have oversight of all sub-committees and working groups created pursuant to these Terms of Reference including the Social Action Group, Pastoral Care Group, Minster Walkers’ Group and Social Committee.

## (B) Membership

The CMF shall have **ex officio** and **elected** members and may also **co-opt** members.

## (C) Appointments and Terms

1. The (normally three) lay people elected by the Minster Worshipping Community to serve on the York Deanery Synod shall be **ex officio** members of the CMF.
2. The Dean and all Residentiary Chapter Canons shall be **ex-officio** members of the CMF.
3. Every three years, the Minster Worshipping Community shall elect (from amongst their number) six lay people to serve as members of the CMF. **Elected** members shall serve a three-year term. Any person appointed by CMF members to fill any casual (elected member) vacancy shall serve the remainder of the vacant three-year term.
4. All candidates standing for election to the CMF, all those proposing or seconding candidates for election to the CMF and all those voting in elections to the CMF must be members of the Minster Worshipping Community Roll.
5. Elected members of the CMF may be re-elected, provided that any person who has served for six consecutive years as an elected member of the CMF will not be eligible to stand for re-election as an elected member until at least one year has passed since they last sat on the CMF.
6. At the first meeting of the CMF after each three-yearly election, and at meetings of the CMF held on the first and the second anniversaries of each three-yearly election, the CMF shall conduct a skills and knowledge audit and an Equity, Diversity and Inclusion assessment of the CMF membership. Based on the results of that audit and assessment, CMF members shall discuss and identify any areas in which they consider that the CMF membership should be strengthened. The Co-Chairs of the CMF shall subsequently identify, approach and **co-opt** up to four people as members of the CMF to assist the CMF in being representative and effective in fulfilling its function and role.
7. To be eligible for co-option, a person must be at least 16 years old but there is no requirement for the person to be a member of the Minster Worshipping Community Roll. Co-opted members of the CMF shall be co-opted to serve a renewable one-year term. There shall be no restriction on the number of successive one-year terms that a person may be invited by the Co-Chairs to serve as a co-opted member of the CMF.
8. A person is disqualified from standing as a candidate for election to the CMF and from being co-opted as a member of the CMF and from continuing to serve as a member of the CMF if any of the following Charity Commission criteria applies to them:
  - (a) the person is disqualified from being a charity trustee under section 178, or section 178A or section 181A of the Charities Act 2011 and the disqualification is not subject to a waiver by the Charity Commission; or

*(Note – a person is automatically disqualified by law from being a charity trustee under the Charities Acts if they have been convicted of any offence involving deception or dishonesty (unless the conviction is legally regarded as spent), or if they are an undischarged bankrupt or are subject to a debt relief order or individual voluntary arrangement, or have been removed as a charity trustee or stopped from acting in a management position within a charity due to misconduct or mismanagement)*

- (b) the person has been convicted of an offence mentioned in Schedule I to the Children and Young Persons Act 1933 (unless the person's disqualification has been waived in writing by the bishop of the diocese in question); or
  - (c) the person has been disqualified from holding office under section 10(6) or section 10(6A) of the Incumbents (Vacation of Benefices) Measure 1977; or
  - (d) the person is on a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006).
9. A Residentiary Chapter Canon nominated by Chapter and a lay person elected by CMF members (from amongst their number) shall act as the **Co-Chairs** of the CMF.
  10. CMF members shall elect (from amongst their number) a **Secretary** who shall convene CMF meetings at the request of the Co-Chairs, take and distribute meeting minutes and, in discussion with the Co-Chairs, create and distribute meeting agendas and Annual Meeting agendas.
  11. CMF members shall elect (from amongst their number) a **Financial Liaison Officer** who shall assist Chapter's Finance Team in accounting for CMF funds under a separate budget code in the overall budget allocated by Chapter to the Canon for Congregational Discipleship and Nurture. The Financial Liaison Officer shall be responsible for (and shall account to the CMF and to Chapter's Finance Team for) the secure issue, collection and handling of all money relating to the activities of all sub-committees and working groups created in accordance with these Terms of Reference including the Social Action Group, Pastoral Care Group, Minster Walkers Group, and Social Committee.
  12. Members of the CMF may resign at any time by notice in writing to the Co-Chairs.

## **(D) Meetings**

### *Quorum and Decision-Making*

1. The quorum required for a duly convened meeting of the CMF shall be three of its elected members plus one of its Co-Chairs or the Co-Chair's nominated deputy who must be an elected member of the CMF. CMF elected members and Co-Chairs who join the meeting by the remote participation option referred to in paragraphs **D6** and **D9** below shall be included among those present for quorum calculation purposes.
2. Decisions at CMF meetings shall be made by a simple majority of votes of the CMF members present at the meeting. Each CMF member present shall have one vote, and the Co-Chair chairing the meeting shall have the casting vote if required. CMF members who join the meeting by the remote participation option referred to in paragraphs **D6** and **D9** below shall be included among those present and eligible to vote. No postal voting or proxy voting on behalf of absent CMF members is permitted.
3. Decisions between CMF meetings may be made by a Co-Chair (or a CMF member at the request of a Co-Chair) circulating a proposal in electronic form simultaneously to all CMF members, and a majority of CMF members indicating subsequently to both Co-Chairs by electronic means within the specified response period (which shall be at least ten days in length) that they agree to the circulated proposal. A decision taken in this way must be duly reported to and minuted at the next duly convened CMF meeting.

#### *Frequency, sequencing, format and duration of meetings*

4. The CMF will meet as and when the Co-Chairs jointly consider it appropriate to do so. The CMF will usually meet at least six times each year. The Secretary shall convene each CMF meeting at the request of the Co-Chairs. The time, date and venue of CMF meetings will be notified to all CMF members on an annual basis, and the time, date and venue of the first CMF meeting in each year will be notified at least six weeks in advance.
5. An Annual Meeting ('AM') will take place on a Sunday in September/October every year either in the Minster or at another suitable location in the Minster Precinct after the 11.00am Eucharist. The AM is an open meeting and everyone is welcome to attend. The time, date and venue of each AM will be published at least three months in advance.
6. The format of each CMF meeting may be face-to-face (in-person), or remote (online), or a hybrid version of both, but the preferred option whenever possible is face-to-face.

#### *Attendance at meetings and meeting management*

7. All meetings of the CMF will be chaired by one of the Co-Chairs. The Co-Chairs shall take it in turns to chair each meeting.
8. A Co-Chair may invite any person who is not a member of the CMF to attend the whole or part of a meeting and such a person may speak at the meeting but cannot vote. Such a person must declare any conflicts of interest or loyalty in accordance with Chapter's Conflicts of Interest Policy.
9. The Articles of the Minster's Constitution on remote participation apply to meetings of the CMF as they apply to a meeting of Chapter.
10. If an elected member of the CMF misses three consecutive CMF meetings and the Co-Chairs are not satisfied with the reasons given for any or all of those absences, and a majority of the CMF members present at the third of those three consecutive meetings agrees, then the absent member will immediately cease to be a member of the CMF.
11. All CMF members will adhere to Chapter's Safeguarding Policy and procedures.
12. All CMF members will adhere to Chapter's Disciplinary Policy and procedures.
13. All CMF members will adhere to Chapter's Conflicts of Interest Policy.
14. All CMF members will adhere to Chapter's Social Media Policy and Procedure.

#### *Agenda and Notice of meetings*

15. The agenda for each CMF meeting and each AM shall be created by the Co-Chairs in consultation with the Secretary and CMF members (based on agreed standing agenda and schedule).
16. Unless otherwise agreed, notice of a meeting of the CMF confirming the venue, time and date together with an agenda of the items to be discussed and any relevant papers must be sent to all members of the CMF by the Secretary no later than two working days, and preferably four working days, before the date of the meeting.
17. CMF members may submit requests for agenda items to a Co-Chair up to two weeks before the date of a CMF meeting.

18. If any person who is not a member of the CMF is invited to attend the whole or part of the meeting by a Co-Chair, notice of the meeting together with the agenda of items to be discussed and any relevant papers must be sent to that person by the Secretary as soon as reasonably practicable before the meeting.
19. If it is not possible for relevant papers to accompany the notice of the meeting, they must be sent to each person who received the notice of the meeting as soon as is reasonably practicable.
20. Papers tabled on the day of a meeting may be accepted or discussed at that meeting at the discretion of the Chair.

#### *Minutes of meetings*

21. The Secretary shall take minutes of every CMF meeting and the AM, recording the names of those present and in attendance, and any declarations of conflicts of interest or loyalty in accordance with Chapter's Conflicts of Interest Policy.
22. The Secretary shall make the AM minutes available on request to any member of the Minster Worshipping Community who requests them.

#### **(E) Sub-committees and Working Groups**

1. The CMF may create sub-committees and working groups (such as a Social Action Group, Pastoral Care Group, Minster Walkers' Group and Social Committee) to undertake tasks delegated on its behalf and under its direction to assist the CMF in fulfilling the functions allocated to it by Chapter as set out in these Terms of Reference.
2. The CMF shall produce Terms of Reference for every sub-committee and working group that it creates to ensure that those participating in the delegated work are given a clear definition of every task that they are being asked to undertake, and that the performance of every task takes full and proper account of every relevant instruction and direction on safe and compliant working referred to in the CMF Terms of Reference.
3. The membership of every sub-committee and working group that the CMF creates shall include at least one member of the CMF. Every sub-committee and working group shall keep a comprehensive record of its activities and shall nominate one of its members who is a member of the CMF to present an activity report to every meeting of the CMF.
4. The members of every sub-committee and working group that the CMF creates shall immediately report to a Co-Chair of the CMF any issue of serious concern that arises in the course of any activity undertaken by the sub-committee or working group.

#### **(F) Outputs and Reporting**

1. A draft of the minutes of each CMF meeting shall be circulated promptly to each member of the CMF for approval. Once the minutes are approved, they shall be sent to:
  - (a) every member of the CMF; and
  - (b) such other person(s) as the Co-Chairs of the CMF consider appropriate and subject to such redaction(s) as the Co-Chairs of the CMF consider appropriate.
2. It is the responsibility of the Residentiary Chapter Canon nominated by Chapter as the Co-Chair of the CMF to present regular updates to Chapter reporting on the activities

of the CMF as and when requested. The Residentiary Chapter Canon who is the Co-Chair of the CMF must report issues of serious concern to Chapter immediately.

**(G) Periodic Review**

The Chapter shall review these Terms of Reference at least once every two years and shall invite the Co-Chairs to comment on and propose revisions to these Terms of Reference.